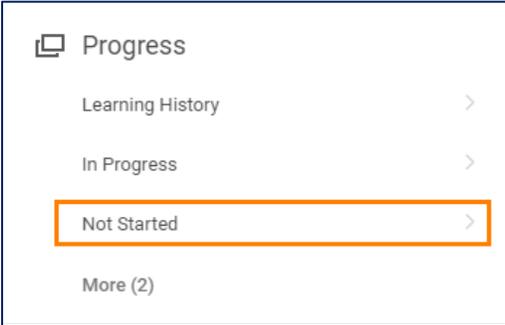


Overview

Follow the steps below to add a course (offering) to your Outlook calendar in Workday Learning. If you want to add a course to your Outlook calendar at the same time you enroll in the course, you can start at step 4.

Note: This only works for in-person courses (offerings).

Procedure

Step	Action
1.	Select the Learning Worklet. 
2.	Select Not Started in the <i>Progress</i> menu. 
3.	Select the course you want to add to your Outlook calendar.
4.	Select the ... button at the bottom of the screen. 
5.	Select the Add to Calendar menu item.
6.	Depending on the browser settings, you may need to open the calendar invite.
7.	Select Save & Close from the Outlook appointment window.